

College of Nursing Allied Health
2019 ISER / VISIT Preparation Timeline

Report Due Date: January 7, 2019

	Action	Responsible Persons	Due Date	Status/Comments
1	Attend WASC Conference	Admin	4/17/17	V. Branchick, L. Myers H. Honda
2	Review ISER Requirements / Standards/ Evidence	V. Branchick, L. Myers, H. Honda	4/27/17, 5/31/17	Done
	Create and Review ISER Document	E. Lim/ H. Honda	6/1/17	Done
3	Create folder of CON Share for ISER Documents (Include all previous reports)	E. Lim/ H. Honda	7/1/17	Done
4	Request / Assign Volunteers for Standard Committees	V. Branchick, L. Myers	8/10/17	Done
5	Determine Committee Memberships and Chairs	V. Branchick, L. Myers	8/31/17	Done
6	Meeting with Standards Chair and team	V. Branchick	10/2/17	Done
7	Distribute to Committee Members Guidelines for 2019 ISER	V. Branchick/H. Honda	10/2 & 10/5	I & II 10/2 III & IV 10/5
8	Distribute Draft ISER Documents	E. Lim/ H. Honda	12/17/18	
9	Follow-Up Meeting with Standards Chair/ Staff	V.Branchick	10/12/17	Done
10	Submit 1st Drafts of ISER Documents	Standards Chairs	1/18/18	Done
11	Follow-Up Meeting with Standards Chair	V. Branchick/H. Honda	3/8/18	Done
12	Steering Committee Meeting and monthly thereafter	V. Branchick/H. Honda	5/1/18	Done
13	Submit 2nd Narrative Draft with Evidence	Standards Chairs	5/30/18	Done
14	Follow-Up Meeting with Standards Chair	V. Branchick	06/18/18	Done
15	Draft /edit additional documents	Steering Committee	5/30/18	Done
16	Cover Sheet		5/31/18	Done
17	Certification Page		6/1/18	Done
18	Table of Contents		6/2/18	Done
19	Introduction		6/29/18	Done
20	Presentation of Student Achievement Data and Institutional Set Standards	H. Honda	6/29/18	Done
21	Organization of the Self-Evaluation Process	J. Kohl	6/29/18	Done
22	Organizational Information	V. Branchick	6/29/18	Done
23	Certification of Continued Institutional Compliance with Eligibility Requirements	M. Caballero	6/29/18	Done
24	Certification of Continued Institutional Compliance with Commission Policies	S. Granger	6/29/18	Done
25	Changes and Plans Arising out of the Self- Evaluation Process	V.Branchick	7/9/18	Done
26	Steering Committee reviews narrative for each Standard (Follow Appendix C: ACCJC Suggested Formatting and Style Sheet)	Standards Chair, Steering Committee	5/30/18	Done
27	Create evidence folder (Follow Appendix J for Creating/Submitting Evidence)	H. Honda, V. Kieng	9/4/18	Done
28	Final edit for grammar, punctuation, standardization, etc.	Steering Committee	9/24/18	Done
29	Insert Evidence into Report	H. Honda	9/4/18	Done
30	Review Final Draft	Standards Chair , Admin	11/6/18	Done
31	Review visit expectation with students	V. Branchick, H. Honda	11/15/2018	Done
32	Present Report to BOT and discuss visit preparation	V. Branchick	11/16/2018	

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Action		Responsible Persons	Due Date	Status/Comments
33	Get Signatures on Report Prep Page	M. Caballero, V. Branchick	11/16/18	
34	Add page #s to TOC	H. Honda	11/26/18	
35	Present Report to College Governance for Approval	V. Branchick	11/29/18	
36	Insert Signature Sheet into Report	H. Honda	12/3/18	
37	Finalize Report and Prepare USB for ACCJC	H. Honda	12/17/18	
38	Post on Internet	V. Kieng	12/17/18	
38	Mail Report to ACCJC	H. Honda	1/1/19	
40	Reserve Rooms for Survey teams & Meetings	M. Caballero, V. Branchick	2/5/2019	
41	Campus Preparation	M. Caballero, V. Branchick	2/11/2019	
42	Plan Visit Team Schedule	M. Caballero, V. Branchick	Once confirmed with ACCJC	
43	Arrange for computers and internet access in meeting room	V. Kieng	2/28/2019	
44	Review visit expectation with BOT faculty, staff and students	V. Branchick, H. Honda	2/15/2019	

ALO: Accreditation Liaison Officer
ACCJC: Accrediting Commission for Community & Junior Colleges
CIO: College Information Officer
DALO: Deputy ALO
hh:el 11/15/18